

How to Arrange a Video Conference in our Court

If you have a remote witness or wish to appear as counsel remotely, there are a few easy steps needed to arrange a video conference in this Court. It would be best to begin this process at least 1 week before the video conference date.

The first thing you need is permission from the presiding judge. Please contact the judge's chambers and explain what you want and ask if that is OK with them.

Next, you need to arrange a place for the remote person to go for the video conference. If one of our judges gives permission for a VTC (video teleconference) and the remote party can be in one of our Courthouses, this is easy. Simply contact the Clerk's Office at that location and tell them the time and date of your hearing and ask to reserve a unit for you. If you need to go outside the Wyoming Courthouses, you will need to locate a business that can accommodate VTCs and pay them to schedule you for the time and date needed. Once you get a spot reserved, you need to contact the Clerk's Office in the same city where the judge presides and get a Courtroom Deputy to fill out a form in our VTC database.

If you are not appearing from one of our Courthouses, we will need to know whether the unit uses ISDN or IP Protocol. We prefer IP, but can use ISDN as well. We also need to know the number to dial into and would appreciate getting a time to test the compatibility between units.

Cheyenne Clerk's Office: 307/433-2120
Casper Clerk's Office: 307/232-2620
Mammoth Courthouse: 307/344-2569
Jackson Courthouse: 307/733-4126

We're listing some places below that might be able to accommodate a VTC from our past experiences. *You are responsible for making these arrangements.* In most cases, there will be a charge to use their facilities.

- Large law firms
- Universities
- Fed Ex/Kinkos - type locations¹
- State offices

¹The US District Court for the District of Wyoming does not endorse any vendor. These are simple examples of the types of locations that might be able to provide services.